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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans and Policy Staff

DATE: 3 May 1956

FROM : Chief, Basic School

SUBJECT: Weekly Activities Report #18
27 April through 3 May 19561. SIGNIFICANT ITEMS - None.2. OTHER ACTIVITIESa. Basic Orientation

(1) [] of the Support Staff/TR reports that permission has been granted CIA by most copyright owners for use of excerpts contained in the American Thesis.

(2) [] will join the Basic Orientation staff as Chief Instructor on Monday, 7 May.

(3) [] completed the War Planning Course on Friday, 27 April.

(4) [] attended a lecture at the Foreign Service Institute on Friday, 27 April.

b. Clerical Training

(1) During the week of 24 April there were 36 people in Clerical Induction Training, and 8 in Clerical Orientation.

(2) Clerical Refresher #59 began on Monday, 30 April, with 47 students enrolled from the following components: DD/P, 13; DD/I, 16; DD/S, 17; DCI, 1.

c. Administrative Training

(1) The first Cable Refresher Course for DD/S was presented 1 May for Finance and Audit personnel. This first session progressed well, and following courses will reflect improvement. A copy of the schedule is attached.

(2) Operations Support #20 ended on Friday, 27 April. A higher average than usual was noted, possibly the result of individual attention to students, made possible by smaller enrollment.

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d. Management Training

(1) Basic Supervision #19 started on Monday, 30 April. This is an extra presentation, the third since January. Partly as an experiment and partly to enable the Management Training staff to meet their regularly scheduled courses, this presentation is on a full-time basis for one week. Students enrolled are GS-5 through GS-7, and from the following components: DD/I, 5; DD/S, 7; DD/P, 3; and Cable Secretariat, 3.

(2) Management Training has received a request from [] Chief of Admin/SR, for a two-week, half-time management course to be presented to SR personnel at branch and equivalent levels. Tentative dates are set at 28 May through 8 June and 11 - 22 June. This proposal, which has the backing of [] Chief/SR, will cover branch and staff chiefs and their deputies, and will deal with management patterns and problems in the SR Division. The Management Training staff is pleased and willing to undertake this project, although it may necessitate the cancellation of the regularly scheduled Basic Management Course from 14-25 May. The staff is already committed to hold an OSI Management Conference the week of 21 May.

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(3) Dates for the OSI Management Conference, for management, branch, and division chiefs, are now in doubt. Production commitments will tie up the AD/SI during the week of 21 May. OSI is considering two alternatives, either one of which is acceptable to Management Training: to postpone the program about two weeks, to approximately 4 June, or to postpone it until September. Management Training has insisted only that if the AD/SI cannot participate, there should be no Conference.

e. Orientation and Briefing

(1) The Seventh Departmental Briefing was held on Tuesday, 24 April, with sixty-one in attendance. This was the first Departmental Briefing at which there were representatives from USIA and the Office of Civilian Defense. The DD/S made the introductory remarks.

(2) On Thursday, 26 April, the CIA Introduction Course was held for 59 people from the following components: DD/I, 19; DD/P, 4; DD/S, 33; DCI, 3.

(3) On Saturday, 28 April, the Chief/OB/BS, addressed the National Convention in Boston of "Women in Radio and Television". This speech, given at the personal direction of the DCI, was presented at the McCall's Dinner in the Hotel Somerset.

(4) The schedule of VIP briefings continues to be heavy. Two briefings for a total of five foreign visitors were conducted during the week, and an additional one, for two key military personalities, is scheduled for 4 May.

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Chief, Basic School

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